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# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Add a new Case Off Airport  
for  
Wind Turbines and Met Towers

*\*You are required to have a registered e-filing account*

**Prepared by  
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All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



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If you've successfully registered, you can use your OE/AAA account to file your Wind Turbine /Met Tower Notice of Proposed Construction or Alteration.

Note: To file all Off Airport Notice of Proposed Construction or Alteration **except** Wind Turbine /Met Tower, exit this guide and refer to the "Add a New Case Off Airport" desk reference guide.

The OE/AAA electronic filing (e-file) system allows you to:

- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Submit project documents.
- Track the status of your case(s) while their going through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc... as they are completed by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

## Create a New Case

To create a new case, click the **Add New Case (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

Obstruction Evaluation Version 2014.2.0.251	OE/AAA Portal Page	
Home		
FAA OE/AAA Offices		
View Determined Cases		
View Interim Cases		
View Proposed Cases		
View Supplemental Notices (Form 7460-2)		
View Circularized Cases		
Search Archives		
	<b>My Account</b>	<b>Off Airport Construction (includes on Military Airport)</b>
	<b>Name:</b> EXAMPLE <b>User Name:</b> EXAMPLE <b>Login Time:</b> dlewis <b>IP Address:</b>	<a href="#">My Cases (Off Airport)</a>   <a href="#">Add New Case (Off Airport)</a> <a href="#">Add Supplemental Notice (7460-2 Form)</a> <a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a> <a href="#">Off Airport Contacts</a> <a href="#">My Circ Comments</a>

**Important:** You must complete all required fields (indicated with an asterisk \*) to successfully save your case. Missing data will result in a warning message at the top of your page identifying the required information.



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## Notice of Proposed Construction or Alteration - Off Airport

### Add New Case (Off Airport)

Sponsor (person, company, etc. proposing this action)

\* Sponsor:

Construction / Alteration Information

\* Notice Of:

\* Duration:

if Temporary : Months:  Days:

Work Schedule - Start:  (mm/dd/yyyy)

Work Schedule - End:  (mm/dd/yyyy)

\* For temporary cranes-Does the permanent structure require separate notice to the FAA?  
To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed.  
If it is not filed, please state the reason in the Description of Proposal.

State Filing:

Structure Details

\* Latitude:    N

\* Longitude:    W

\* Horizontal Datum:

\* Site Elevation (SE):  (nearest foot)

\* Structure Height (AGL):  (nearest foot)

\* Current Height (AGL):  (nearest foot)

\* For notice of alteration or existing provide the current AGL height of the existing structure.  
Include details in the Description of Proposal

Minimum Operating Height (AGL):  (nearest foot)

\* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.

\* Nacelle Height (AGL):  (nearest foot)

\* For Wind Turbines 500ft AGL or greater

\* Requested Marking/Lighting:

Other :

Audio Visual Warning System(AVWS):  
\* Only check this box if you are proposing the installation and use of an Audio Visual Warning System

\* Current Marking/Lighting:

Other :

\* Nearest City:

\* Nearest State:

\* Description of Location:  
On the Project Summary page upload any certified survey.

\* Description of Proposal:

Structure Summary

\* Structure Type:

\* Structure Name:

NOTAM Number:

FCC Number:

Prior ASN:  -  -  - OE

Micro-Siting: ☐ Yes

\* For Wind Turbines/Met Tower-Only check this box if you are re-filing a location previously studied due to micro-siting.  
The FAA will validate your latitude/longitude coordinates against the prior ASN to ensure the structure has not moved more than 500 feet.

Common Frequency Bands

	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
<input type="checkbox"/>	698	806	MHz	1000	W
<input type="checkbox"/>	806	824	MHz	500	W
<input type="checkbox"/>	824	849	MHz	500	W
<input type="checkbox"/>	851	866	MHz	500	W
<input type="checkbox"/>	869	894	MHz	500	W
<input type="checkbox"/>	896	901	MHz	500	W
<input type="checkbox"/>	901	902	MHz	7	W
<input type="checkbox"/>	930	931	MHz	3500	W
<input type="checkbox"/>	931	932	MHz	3500	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	935	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	3500	W
<input type="checkbox"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W

Specific Frequencies

Add Specific Frequency

Clone Prior ASN frequencies

\* Note: Selecting this link will only add frequency(ies)/power from the prior ASN listed in Structure Summary. Additional frequency(ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.

Additional Location(s)

Add New Location(s)

☐ I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary.



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- A. \*Sponsor: Select the Sponsor from the dropdown menu. This menu is populated from your *My Sponsors* list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.
- B. \*Notice Of: Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as a change to the marking and/or lighting or a change to the height. Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing structure that has never been studied by the FAA.
- C. \*Duration: If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.
- D. Work Schedule: *(Not a Required Field)* Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.
- E. State Filing: *(Not a Required Field)* Indicate if the case has been filed with the state.
- F. \*Structure Type: Select "Wind Turbine" or "Met Tower" from the Structure Type drop down list.
- G. \*Structure Name: Enter a name for the structure (e.g. T25, WTG #34, Met Tower2, etc...)
- H. FCC Number: *(Not a Required Field for WT/MT)* If this is an existing tower that has been registered with the FCC, enter the Antenna Structure Registration number.
- I. Prior ASN: *(Not a Required Field)* If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Prior ASN data can be pre-populated into the Notice of Proposed Construction or Alteration-Off Airport form data fields. When the e-filer confirms the Prior ASN data, the following data fields are available for pre-population:
- Latitude/Longitude
  - Site Elevation
  - Above Ground Level Height (determined AGL from valid prior ASN)
  - Marking/Lighting (Recommended Marking /Lighting from valid prior ASN to requested Marking /Lighting)
- J. Micro-Sitting: *(Not a Required Field)* only check this box for a Wind Turbine/Met Tower location previously filed that has moved no more than 500 feet from the structure's original location and re-filed for aeronautical study requires a prior ASN to validate the submission meets the criteria to be filed with the FAA as a micro-siting study.



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- K. \*Latitude/Longitude: Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).
- L. \*Horizontal Datum: Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.
- M. \*Site Elevation: Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12). This data should match the ground contour elevations for the site.
- N. \*Structure Height: Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 399' 3" should be entered as 400). The total structure height shall include anything mounted on top of the structure such as lightning rods, obstruction lights, etc.
- O. \*Requested Marking and Lighting: Indicate the type desired.
- P. Audio Visual Warning System (AVWS)
- Q. \*Current Marking/Lighting: Indicate the current M/L on the structure; if a new structure, select N/A Proposed Structure.
- R. Current AGL: Required for structures being e-filed as existing or alteration.
- S. Min Operating Height (AGL): (Not a Required Field for WT/MT) \* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.
- T. Nacelle Height: Required when the WT/MT Structure Height (AGL) is 500 feet or greater.
- U. \*Nearest City/State: Enter the name of the nearest city and the actual state where the site will be located.
- V. \*Description of Location: Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, airports, prominent terrain, existing structures, etc.
- W. \*Description of Proposal: Enter a complete description that details the nature of the filing.
- X. Add new location: When submitting more than one case (e.g. a wind turbine farm) the following required fields indicated with an asterisk (\*) must be completed to successfully save additional locations: G, I, J, K, L, M, N, O, P. Additional rows may be added in increments of 1 thru 5. To remove an additional row, select the **Delete** link.





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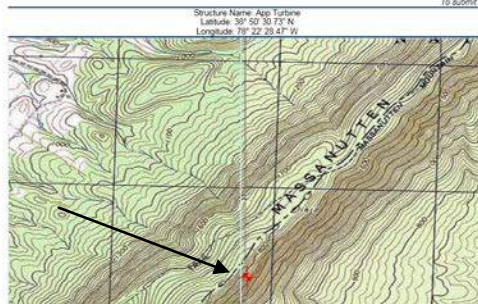
#### Map Verification

Mapping - Desk Reference Guide V\_2014.2.0

• To submit your project to the FAA, you must verify the coordinates of each case listed below  
• Select the link labeled View Map to verify for each case  
• Review the plotted location on the Map  
• Select Verify once you have confirmed the location or click on the structure name link to go back to the Structure Name and revise your entered coordinates  
• NOTE: You may continue to the Project Summary page without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later

Project Name: NJORD-000342833-15		Sponsor: Njord Turbines	
Structure	City, State	Lat/Long	Map
App Turbine Waiting	Seven Fountains, VA	38° 50' 30.73" N 78° 22' 38.47" W	<a href="#">View Map to verify</a>
App Turbine Waiting	Seven Fountains, VA	38° 50' 22.07" N 78° 22' 37.74" W	<a href="#">View Map to verify</a>
App Turbine Waiting	Seven Fountains, VA	38° 52' 20.63" N 78° 22' 42.38" W	<a href="#">View Map to verify</a>
App Turbine Waiting	Seven Fountains, VA	38° 50' 12.68" N 78° 22' 50.10" W	<a href="#">View Map to verify</a>

To submit this project you must verify the coordinates of each case listed above by verifying the map.

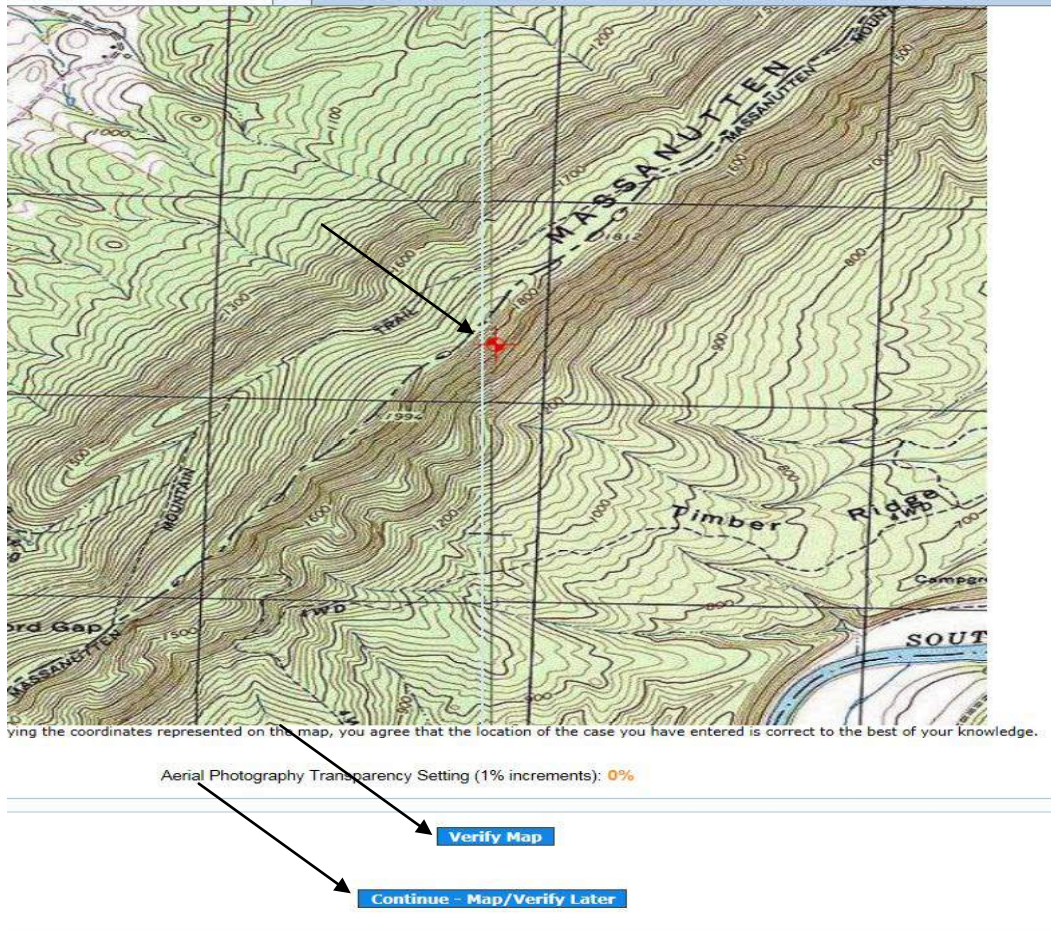


- Select the link labeled **View Map to Verify** for each case (displayed above the map).
- Review the plotted structure location on the Map (red bullseye).
- Select **"Verify Map"** (at the bottom of the map) once you have confirmed the structure location or click on the **"Structure"** link to go back to the saved draft to revise your entered case coordinates.

Note: Once a map is verified, if the e-filer returns to the saved Off Airport data entry draft and re-certifies and saves the data, the filer is required to re-verify the map location prior to submission to the FAA. If the e-filer returns to the saved Off Airport data entry draft [view data] but cancels (does not re-certify the entered data), they won't be required to re-verify the Map.



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NOTE: You may continue to the Project Summary screen without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

When the only or last listed map in a project on the Map Verification screen is verified or if you continues to the Project Summary screen without verifying your map(s) the *Project Summary* screen will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the **Clone**, **Delete**, and **Upload a PDF** links. The Map column contains the **Verify Map** link.



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**Project Summary : BRICK-000342821-15**

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Lat/Long	Map	Actions
57° 45' 3.51" N 152° 30' 37.17" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

To map the case, select the **Verify Map** link.

If the crosshairs on the map match with your proposed structure location, select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the case to the FAA. It will also return you to the *Project Summary* screen.

From the Project Summary page filers can verify or re-verify plotted location(s).

"To submit your project you must verify the coordinates of each case listed above by verifying the map".

Project Name: NJORD-000342833-15

Sponsor: Njord Turbines

Project Summary : NJORD-000342833-15

[Add Another Case to this Project](#)
[Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
App Turbine Waiting	Seven Fountains, VA	38° 50' 30.73" N 78° 22' 28.47" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
App Turbine Waiting	Seven Fountains, VA	38° 50' 22.07" N 78° 22' 37.74" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
App Turbine Waiting	Seven Fountains, VA	38° 52' 20.63" N 78° 22' 40.38" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
App Turbine Waiting	Seven Fountains, VA	38° 50' 12.68" N 78° 22' 30.10" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
App Turbine Waiting	Seven Fountains, VA	38° 50' 5.95" N 78° 22' 54.73" W	<a href="#">Show Map (Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

Mapping - Desk Reference Guide V\_2014.2.0

Attaching Documents - Desk Reference Guide V\_2014.2.0

Upload a PDF to the Project:

Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project you must verify the coordinates for each case listed above and upload a Project Layout Map, Spreadsheet, and WT Data File using the Upload a PDF link available on the lower right side of this page.

To verify or re-verify your plotted location from the Project Summary screen Select "Verify Map" or "Re-Verify Map" under the "Map" column header. Once you've confirmed the structure location, select the "Verify Map" button at the bottom of the map or click on the "Cancel" button to return to Project Summary screen.



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Structure Name: App Turbine  
Latitude: 38° 50' 12.68" N  
Longitude: 78° 22' 50.10" W

Measure Total distance: 0 Segment distance: 0

By verifying the coordinates represented on the map, you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% increments): 0%

Verify Map Cancel

## Attach Documents to Cases

Actions

Clone  
Delete  
Upload a PDF

For Off Airport cases you can upload PDF documents before and after submitting your case if needed.



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## ***Upload Documents to a Wind Turbine/Met Tower Project***

Saved Wind Turbine/Met Tower project drafts of three (3) or more records (or any combination of the two); require specific document types to be uploaded to successfully e-file a project (after individual maps have also been verified).

Efiler's must upload three specific document types: a **"Project Layout map"**, a **"Spreadsheet"** and a **"WT Data File"**. The documents must be uploaded using the "Upload a PDF to the Project" link (located on the lower right side of the project summary screen) for a project or three or more; or by individual upload to each case within a one or two case project using the "Upload a PDF" link available beneath the "Actions" header of the same screen. Please note, a WT Data File is not required for Met Tower only submissions.

Draft cases with maps already verified, but pending document upload, are placed in "Waiting" status, awaiting action from the filer to attach specific documents. These cases are released from "Waiting" status after the required documents have been successfully uploaded.

## ***Projects***

One or more cases can be grouped into a Project. Projects makes it easier to file, evaluate, manage, and approve related cases.



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#### Notice of Proposed Construction or Alteration - Off Airport

Add a new Case Off Airport - Desk Reference Guide V\_2015.3.0

Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V\_2015.3.0

See your Tools: Print this page

Project Name: NJORD-000342833-15		Sponsor: Njord Turbines		
Project Summary : NJORD-000342833-15				
<a href="#">Add Another Case to this Project</a> <a href="#">Change the sponsor for this Project</a>				
Structure	City, State	Lat/Long	Map	Actions
<a href="#">App Turbine Waiting</a>	Seven Fountains, VA	38° 50' 30.73" N 79° 22' 28.47" W	<a href="#">Show Map</a> <a href="#">(Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
<a href="#">App Turbine Waiting</a>	Seven Fountains, VA	38° 50' 22.07" N 79° 22' 37.74" W	<a href="#">Show Map</a> <a href="#">(Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
<a href="#">App Turbine Waiting</a>	Seven Fountains, VA	38° 52' 20.63" N 79° 22' 42.38" W	<a href="#">Show Map</a> <a href="#">(Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
<a href="#">App Turbine Waiting</a>	Seven Fountains, VA	38° 50' 12.68" N 79° 22' 50.10" W	<a href="#">Show Map</a> <a href="#">(Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
<a href="#">App Turbine Waiting</a>	Seven Fountains, VA	38° 50' 5.95" N 79° 22' 54.73" W	<a href="#">Show Map</a> <a href="#">(Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

Mapping - Desk Reference Guide V\_2014.2.0    [Attaching Documents - Desk Reference Guide V\\_2014.2.0](#)

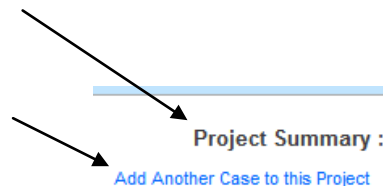
Mapping - Desk Reference Guide V\_2014.2.0 [Attaching Documents - Desk Reference Guide V\\_2014.2.0](#)

To submit this project, you must upload a Project Layout Map, Spreadsheet, and WT Data File using the Upload a PDF link available on the lower right side of this page.

Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
Waiting: Wind Turbine/Met Tower cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach specific documents.  
Accepted: Cases that have been submitted to the FAA.  
Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.  
Work in Progress: Cases that are being evaluated by the FAA.  
Interim: Cases that have been reviewed by the FAA and require resolution from the user.  
Determined: Cases that have a completed aeronautical study and an FAA determination.  
Terminated: Cases that are no longer valid.  
Please allow the FAA a minimum of 45 days to complete a study.

Upload a PDF to the Project  
Please upload all supporting case documentation  
including the latest certified survey, if available

## Add a Case



On the *Project Summary* screen you may select the **Add Another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.

## Clone a Case



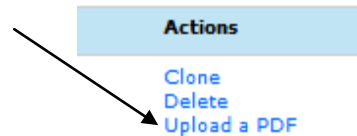
Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.



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## Delete a Case



You may only delete cases in Draft status. To delete a single case or a case from a project, select the **Delete** link located under the Actions header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.

## Submit to FAA

*Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.*

After the case data has been saved, map(s) verified and Wind turbine/Met Tower document requirements met, the **[Submit]** button will appear on the *Project Summary screen* to allow you to submit the case to the FAA. If you have provided all the information about your case or project, select the **[Submit]** button. This will take you to the *Confirm Project Submission* screen.

Project Name: NJORD-000342833-15 Sponsor: Njord Turbines

Project Summary : NJORD-000342833-15  
Add Another Case to this Project Change the sponsor for this Project

Structure	City, State	Lat/Long	Map	Actions
App Turbine Waiting	Seven Fountains, VA	38° 50' 30.73" N 78° 22' 28.47" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
App Turbine Waiting	Seven Fountains, VA	38° 50' 22.07" N 78° 22' 37.74" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
App Turbine Waiting	Seven Fountains, VA	38° 52' 20.67" N 78° 22' 42.38" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
App Turbine Waiting	Seven Fountains, VA	38° 50' 13.68" N 78° 22' 50.10" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
App Turbine Waiting	Seven Fountains, VA	38° 50' 5.95" N 78° 22' 54.73" W	Show Map (Re-Verify)	Clone Delete Upload a PDF

Mapping - Desk Reference Guide V\_2014.2.0 Attaching Documents - Desk Reference Guide V\_2014.2.0

Upload a PDF to the Project  
Please upload all supporting case documentation  
including the latest certified survey, if available.

You may submit your Project to the FAA.

**Submit**

Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, OE/AAA will display the *Project Submission Success* screen.



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### Confirm Project Submission

Project Name: BRICK-000342821-15

Please confirm you would like to submit Project BRICK-000342821-15 and associated cases to the FAA for processing.

[I Confirm](#)

[Back](#)

The Aeronautical Study Number (ASN) assigned to your filed case(s) and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.

### Project Submission Success

Project Name: BRICK-000342821-15

faa.gov Tools: [Print this page](#)

Project BRICK-000342821-15 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

**2015-AAL-287-OE**

**2015-AGL-13999-OE**

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

It is the responsibility of each e-filer to exercise due diligence to determine if coordination of the proposed construction or alteration is necessary with their state aviation department. Please use the link below to contact your state aviation department to determine their requirements:

[State Aviation Contacts](#)

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.

[Return to Portal](#)

**Please return to the system at a later date for status updates.**